

# **Rule 1 - Definitions**

## **1.10 Interpretation of Terminology**

Unless some other meaning shall be apparent from the context, plurals shall include the singular and vice versa, and masculine, feminine and neuter shall be used interchangeably, and words shall have the meanings defined below.

## **1.20 Definitions**

- (A) "Appointing Authority or Power" includes every person or group of persons who, acting singly or in conjunction, as a mayor, mayor's designee, council or otherwise, is or are vested with power and authority to select, appoint, or employ any person to hold any office, place, position or employment subject to civil service. See also RMC 2.12.130(1).
- (B) "Appointment" includes all means of selection, appointing, employing or promoting any person to hold any office, place, position or employment subject to civil service.
  - 1. "Emergency Appointment" means an appointment to serve in a classified position under emergency conditions for the duration of the emergency, which usually should not exceed sixty days.
  - 2. "Original Appointment" for the purpose of determining ranking of authority in a position within the classified service and for seniority for reduction in rank, means the date of hire or date of promotion to the Civil Service position.
  - 3. "Regular Appointment" means the achievement of a regular status in position or rank commencing with the date of certification, by the appointing authority at the conclusion of the probationary period on the probationer's satisfactory performance of the duties of the position. The ranking of personnel within a class for the purposes of determining relative authority in command shall be determined by the priority of date of certification of an appointment to regular status following completion of the probationary period.
  - 4. "Provisional Appointment" means an appointment of eligibles from any employment or promotional list, when one exists, with regard to willingness of the eligible to accept the employment rather than by following a strict order of position on the eligible list. A provisional appointment may also be made pending a list of eligibles.

- (C) "Class" means a group of positions sufficiently similar with respect to duties and responsibilities so that the same title may be used reasonably for each, the same qualifications may be required, and the same salary range may be applied with equity.
- (D) "Classified Service" means the full-time and part-time positions in the City service which are subject to the provisions of these Rules including all full paid members of the fire and police departments, except those excluded by chapter 2.12 of the Redmond Municipal Code (RMC).
- (E) "Commission" means the Civil Service Commission appointed for the City of Redmond. See also RMC 2.12.130(3).
- (F) "Compensation" means the allowance, fee, salary or wage paid to an employee or officer in the classified service for performing the duties and responsibilities in the classified service.
- (G) "Competitive Process" is a process in which two or more candidates participate.
- (H) "Continuous Testing" means a competitive process including but not limited to a written examination, standardized physical agility/ability test, and oral interview and conducted on a periodic or ongoing basis. The examinations shall be conducted pursuant to established and commonly applied standards whose results shall be certified to a Continuous Testing Eligibility List. Continuous testing may, at the discretion of the Commission, be offered through the Chief Examiner or pursuant to a subscription testing agreement. Continuous testing will be used only for Police and Fire entry level and Police lateral entry recruitments.  
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- (I) "Demotion" means a reduction in employment status to a class of positions having a lower scale of pay.
- (J) "Discharge" means the separation of a regular employee from the classified service for cause.
- (K) "Eligible" means the condition of being qualified by examination or prior service to serve in a position without regard to ranking for an employment or promotion list.
- (L) "Eligibility List" or "Employment List" or "Promotion List" means a list of eligible person(s) arranged in order of qualification for appointment, or promotion to a position in the classified service.

- (M) "Employee" means a person who is legally employed in the classified service of the City or who is on authorized leave of absence and whose position is held for him/her upon his/her return.
- (N) "Full Paid Police Department employees (excluding the Police Chief)" means that the officers and employees employed in such are paid regularly by the City and devote their whole time to police duty, except for those employees excluded by Chapter 2.12 of the RMC.
- (O) "Full Paid Fire Department employees (excluding the Fire Chief)" means that the officers and employees employed in such are paid regularly by the City and devote their whole time to fire fighting and fire prevention activities and emergency medical services, except for those employees excluded by Chapter 2.12 of the RMC.
- (P) "Lateral Entry" means transfer of a police officer or uniformed fire fighter or other employee from another jurisdiction to probation level.
- (Q) "Layoff" means the termination of employment because of lack of funds or work or because of a material change in organization.
- (R) "Public Notice" means giving notice by posting in at least three conspicuous places in a public office or building within the City or by publication in a newspaper circulated within the City or by both.
- (S) "Service of Written Notice" as required under these Rules and Regulations means the service of notice in writing as follows:
1. Upon regular employees by personal or substituted services as provided by RCW 4.28.080(13) and 4.28.100(2).
  2. Upon the appointing authority by delivery in person or by registered mail to the appointing authority or his or her aide at the appointing authority's office.
  3. Upon the Commission or members thereof by personal or substituted service upon the Chairperson at his or her usual abode or upon the Secretary and Chief Examiner of the Commission at the Secretary's office.
- (T) "Regular Employee" means an employee who has attained regular status.
- (U) "Regular Status" means the status of an employee who has acquired tenure under these Rules and by successful completion of his or her probationary period. Employees who have achieved regular status are entitled to written notice pending removal, suspension, demotion or discharge, and to demand a hearing thereon.

- (V) "Position" means employment or office acquired or held subject to these Civil Service Rules.

- (W) "Probation" means the period of conditional employment or the period of trial service which an employee works prior to attaining regular appointment into a classified position and during which period such employee may be restored to the prior position held without a right to Civil Service hearing.
- (X) "Promotion" means a change in employment status in accordance with these Rules from a lower to higher position in the classified service.
- (Y) "Rejection" means the separation of a probationary employee from the service, or a reduction in employment status.
- (Z) "RMC" means Redmond Municipal Code.
- (AA) "Seniority" for employees represented by a labor union shall have the same meaning as in the applicable collective bargaining agreement. For non-represented employees, "seniority" shall have the same meaning as in the City's adopted Personnel Manual.
- (BB) "Suspension" means temporary separation of an employee from the service, with or without pay, for disciplinary or investigative purposes.
- (CC) "Transfers". A transfer consists of the change of an employee from one position to another position in the same or comparable class.

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